



Employment Application

POSITION APPLIED FOR

PERSONAL DETAILS

Legal name (First, Middle, Last)

Preferred name

Address

Work phone

Home phone

Mobile phone

Email

Date of Birth

SSN or DL #

EDUCATION/OTHER TRAINING

School

Degree/Diploma/Training Obtained

Year completed

OTHER

Do you give Rave permission to obtain a background check? (mark one) Yes No

Have you ever been convicted of a crime?(mark one) Yes No

If yes, please explain:

PREVIOUS EMPLOYMENT (MOST RECENT FIRST PLEASE)

Company Name

from/to

Job Title

Reason for leaving

Office use check
Initial/date

REFERENCES

Do you agree to Rave contacting your references in relation to this application? (mark one) Yes No

(Reference checks will be conducted legally in an ethical manner and all information derived will remain confidential.)

Please provide details of three people who can speak on your behalf regarding your work history.

Name

Contact number

Position held/working relationship
(for example, supervisor)

Office use check
Initial/date

What type of work are you available for? (check one)

Full-time

Part-time

Casual Labor

Employment Application- continued

OTHER INFORMATION

When will you be available to start work? _____

Please provide any other information that you identify as being pertinent to this application?

 (limitations to work hours, etc) _____

Rave Design + Build provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Rave Design + Build complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. Rave Design + Build expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Rave Design + Build's employees to perform their job duties may result in discipline up to and including discharge.

DECLARATION

I declare that to the best of my knowledge the information given is true and correct. I understand that inaccurate, misleading or untrue statements or knowingly withheld information may result in termination of employment with this organization. I understand that this application does not constitute an offer of employment. I understand that, in some cases, police and credit checks will be required and I will be notified if this applies to this application.

Signed _____ Date _____

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REFERENCE CHECKS

Reference name	Comments	Would re-employ? <input type="checkbox"/> Yes <input type="checkbox"/> No	Initial	Date

BACKGROUND CHECKS

Comments	<input type="checkbox"/> Yes <input type="checkbox"/> No (Not appropriate)

OTHER ACTION

Action	Name	Date
Interview arranged for / /		
Offer of employment made		
Position		
Acknowledgement letter sent		
Letter of offer sent		
Induction due on / /		
Payroll details entered		
Probationary period expires on / /		
NOTES:		
Application unsuccessful		
Letter of advice sent		
Application to be destroyed on / /		
Other		